



## **CITY OF DALLAS**

### **ALCOHOL APPLICATION LICENSE CHECK LIST**

**Answer all questions on our application completely and accurately. Incomplete applications will not be accepted.**

Below is a check-off list to assist you in submitting all required documents:

- ☐ **COMPLETED APPLICATION**
- ☐ **S A V E Affidavit – must be completed, signed by qualified applicant and notarized.**
- ☐ **E-VERIFY Affidavit – must be completed, signed by qualified applicant and notarized.**
- ☐ **CURRENT PHOTO OF APPLICANT**
- ☐ **APPLICANT’S SECURE AND VERIFIABLE DOCUMENT (i.e. driver’s license)**  
Immigration Documentation (if applicant is other than a U.S. Citizen)  
Documentation from the US Department of Homeland Security must be submitted
- ☐ **COPY OF LEASE OR PROOF OF OWNERSHIP** (first page and signature page only)
- ☐ **DESIGNATED AGENT** (page 3 of application)
- ☐ **REGISTRATION FROM THE GEORGIA SECRETARY OF STATE** (if a corporation or LLC) - contact SOS at (404)656-2817 or if not LLC, **TRADE NAME FROM PAULDING COUNTY GOV.**
- ☐ **ZONING** – Certified by Zoning Administrator
- ☐ **FINANCIAL STATEMENT** - Applicant and Major Stock Holders and Partners.
- ☐ **SURVEY**